



# Gloucester Historic District Commission Application for Certification

Pursuant to the Historical District Acts (Massachusetts General Laws, Chapter 40C, as amended) and the Gloucester Historic District Ordinance, application is hereby made for certification of proposed exterior work within the Gloucester Historic District. **Eleven copies of the application and plan are included.** A certified copy of the abutters list is attached.

1. **Date of Application:** \_\_\_\_\_

2. **Property Location:** \_\_\_\_\_  
Assessor's Map and lot number: \_\_\_\_\_

3. **Owner:** \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
Signature: \_\_\_\_\_

4. **Applicant:** (if different from owner)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
Signature: \_\_\_\_\_

4. **Type of Certification Requested:** (check one)

\_\_\_\_\_ **Appropriateness**

For approval of exterior work (on a building, structure, or site) which will be visible from a public way.

\_\_\_\_\_ **Non-Applicability**

For determination by the Historic District Commission that the proposed work is not within its jurisdiction.

\_\_\_\_\_ **Hardship**

For a waiver of requirements due to financial hardship or other unusual circumstances,  
(# 10 below must also be completed)

5. **Type of Work to be done (check all applicable)**

\_\_\_\_\_ Restoration  
Repair of decayed or damaged material  
Maintaining original structure

\_\_\_\_\_ Reconstruction  
Duplication of missing materials or elements  
to match original design

\_\_\_\_\_ Alteration  
Change material or design

\_\_\_\_\_ Demolition  
\_\_\_\_\_ Total  
\_\_\_\_\_ Partial (describe below)

\_\_\_\_\_ New Construction  
Infill buildings, new additions

\_\_\_\_\_ Relocation  
Moving building or structure to or  
from another site

\_\_\_\_\_ Erection of a Sign, Marquee, or  
Architectural Device

\_\_\_\_\_ Other (describe below)

**6. Affected Exterior Elements** (describe all applicable)

Element	Existing Material	Proposed Material
Foundation.....	_____	_____
Siding.....	_____	_____
Windows.....	_____	_____
Awnings.....	_____	_____
Shutters.....	_____	_____
Doors.....	_____	_____
Trim..... (Window trim, door trim or decorative trim)	_____	_____
Roof.....	_____	_____
Gutter and Leaders.....	_____	_____
Dormers.....	_____	_____
Skylights.....	_____	_____
Chimneys.....	_____	_____
Porches/Decks.....	_____	_____
Stairways.....	_____	_____
Railings/Grilles.....	_____	_____
Utilities.....	_____	_____
Fences and Walls.....	_____	_____
Sitework.....	_____	_____

**7. Description of Proposed Work:**

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## 8. Materials required to be submitted With the Application

### A. Location Map

Show the property's location in relation to the nearest cross street and/or geographical features. Indicate all buildings between the property and the nearest intersections(s). A plot plan or assessors map may be used if all the above information is contained.

### \*B. Site Plan (accurate and to scale; minimum 1"= 40')

Show property boundaries, adjacent buildings and/or structures, and nearest streets and public way on all sides of the site. Clearly label existing and proposed building/structure footprints, drives, walks, walls and fences.

### \*C. Architectural Drawings (accurate and to scale; minimum 1"= 40')

#### Elevations:

Show the shape of the building, roofline, eaves, trim, windows, doors, porches, stairs, surrounding grade. Label existing and proposed floor and ceiling levels and other dimensions as required describing the proposed work. Indicate materials. Label all proposed elements and/or alterations.

#### Roof Plans:

If changes to an existing roof are proposed, indicate and label all proposed alterations.

#### Details:

As necessary to describe specific elements and assemblies, such as window installation and trim.

### D. Photographs

Views of each side of the buildings/structure, and close-ups as needed to describe the area affected by the proposed work.

### E. List of Abutters and Abutter to Abutters

(Obtainable from City Assessor's Office after being determined by Community Development)

### F. A Non-refundable Fee of \$25.00 in the form of a check made payable to the City of Gloucester.

*\*Required for major changes only, as determined by the Historic district Commission*

## 9. Materials Suggested bringing to the Commission Hearing:

Samples of materials to be used; product literature from manufacturers; historic photographs as needed for describing restoration and reconstruction work.

## 10. Application of Hardship

If this is an application for a Certificate of Hardship, explain on a separate sheet the reasons why:

- a Failure of the Commission to approve the application will involve substantial hardship;
- b. No substantial detriment to the public welfare would result from approval of the application;
- c. Approval of the application would not result in substantial derogation from the intent and purposes of the Massachusetts Historic District Act and the Gloucester Historic District Ordinance.
- d. If applicable, a statement from the Building Inspector that the type of work proposed is necessary immediately to insure public safety.